Printing Disclosures
Quick Reference Guide

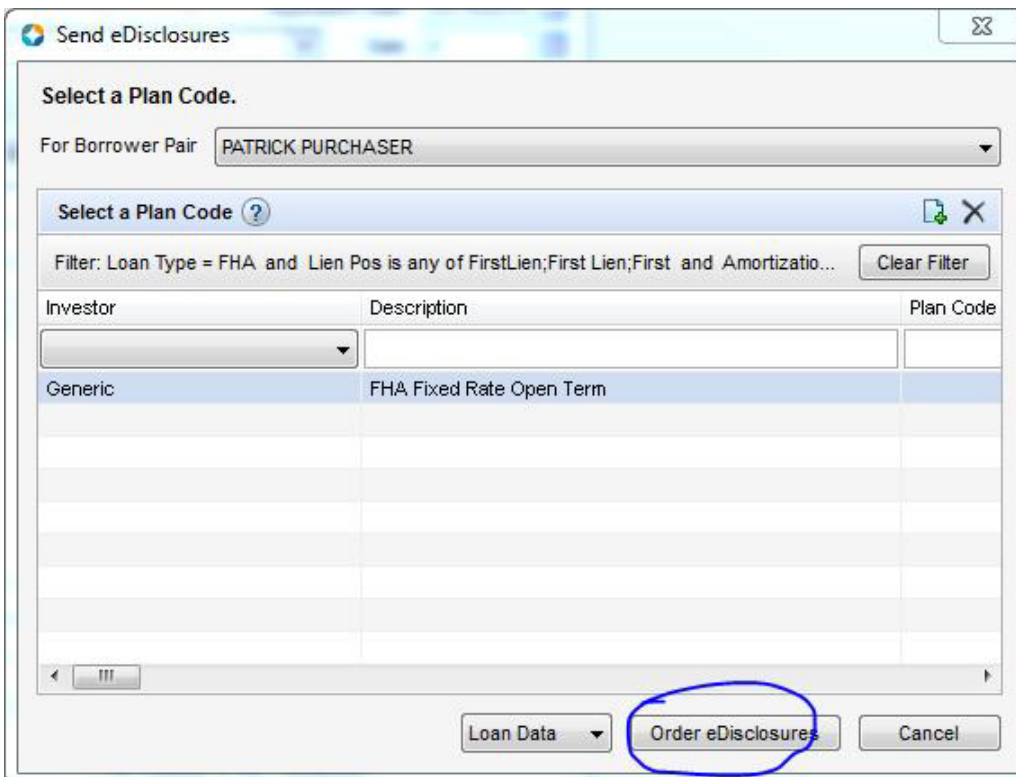# Printing Disclosures Quick Reference Guide

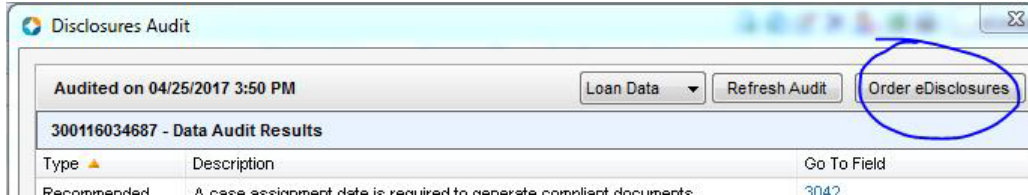1. Click the **eFolder** button in the top right corner.

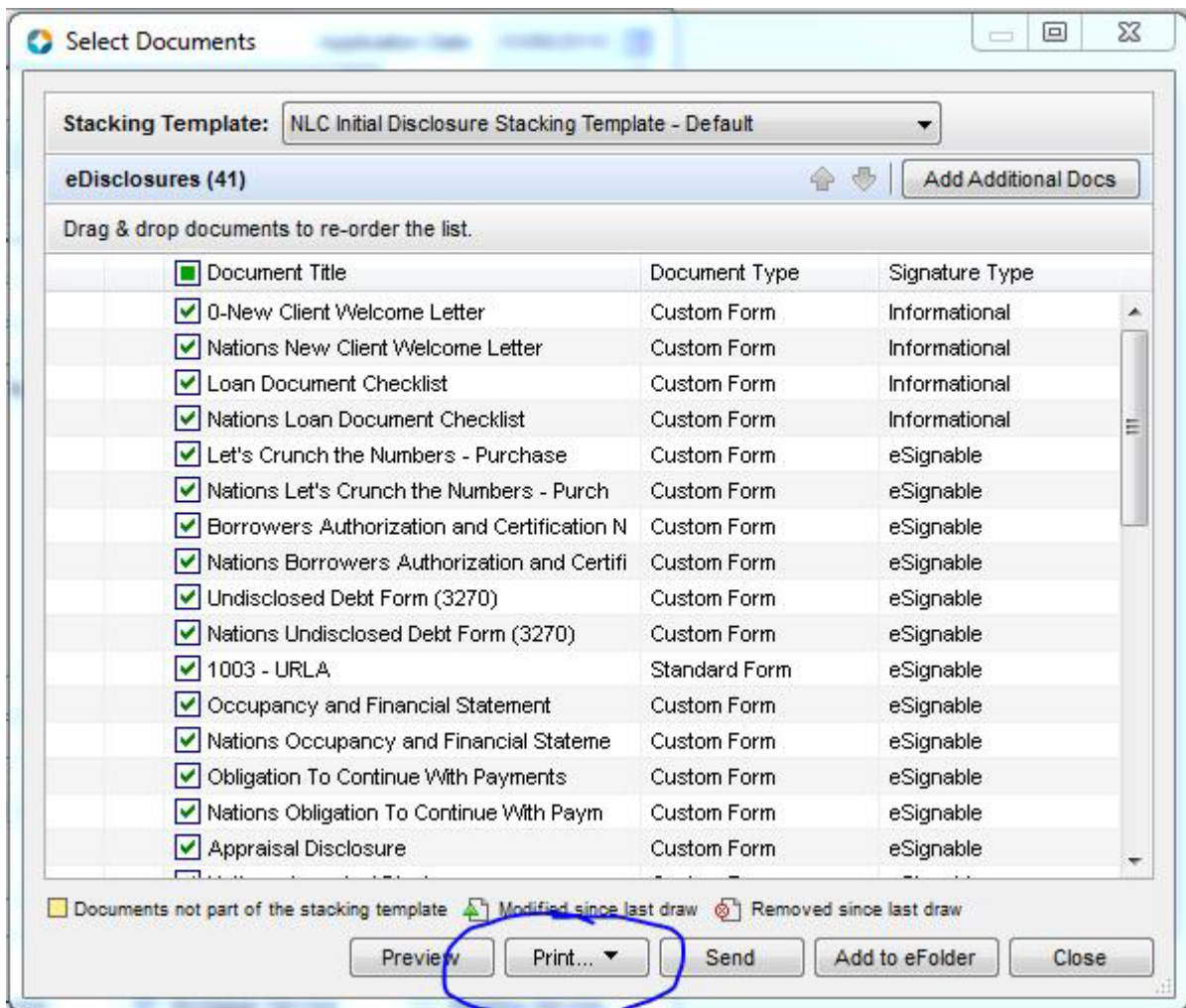2. Request the initial disclosure package via the **eDisclosures** button.

3. When the **Select a Plan Code** window is presented highlight the program you would like, and click the **Order eDisclosures** button.
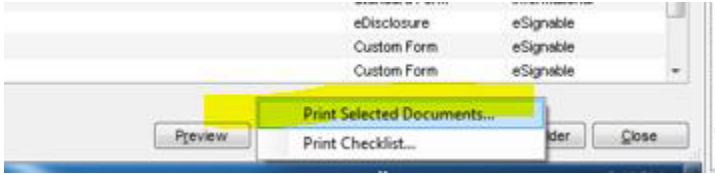
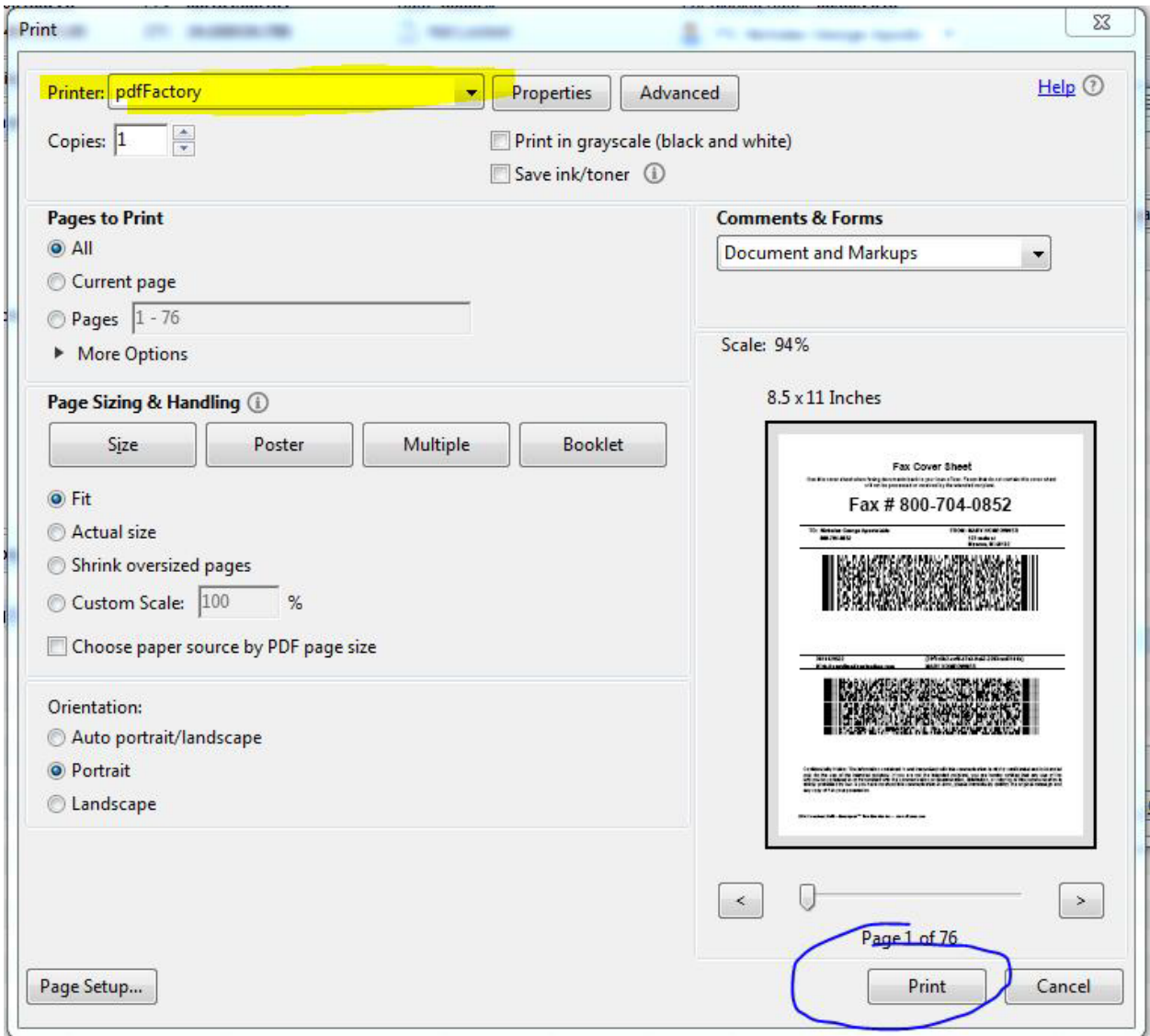4. When the **Disclosure Audit** box appears click the *Order eDisclosures* button.

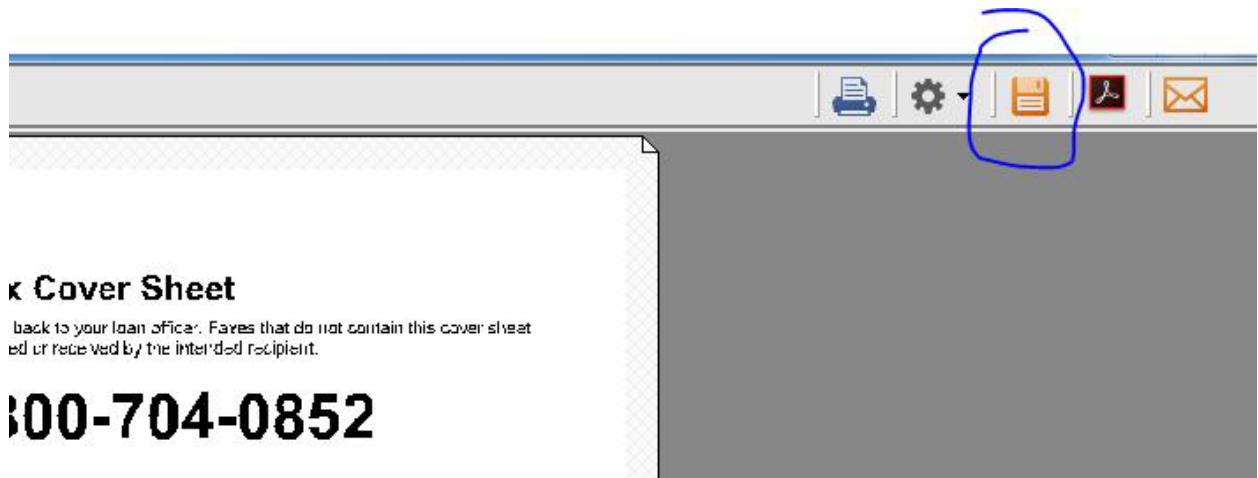5. When the **Select Documents**, window is presented with the list of disclosures, click the *Print* button.

6. Select the **Print Selected Documents** option.

7. Change the Printer: pdf Factory. Click the **Print** button

8. pdf Factory will appear and click the *Save icon.*

к Cover Sheet

 back to your loan officer. Faxes that do not contain this cover sheet
ed or received by the intended recipient.

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9. The **Save As** box will appear and you will verify the disclosures will be saved to your
    Desktop. You must name the file. Then click the Save button.